

# North Dakota Industrial School

AND SCHOOL FOR MANUAL TRAINING

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## CIRCULAR OF INFORMATION

1901-1902

ELLENDALE, NORTH DAKOTA

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*If a father wishes to give his son a legacy that will endure while life lasts, let him send him to an institution where he can secure a practical education.—Mann.*

*Ina E. Graham.*

# MANUAL TRAINING SCHOOL

## CIRCULAR OF INFORMATION

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W. E. HICKS.....	<i>President</i>
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LILIAN E. TINGLE.....	<i>Domestic Arts and German</i>
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LOUELLA DUNCAN.....	<i>Science and Mathematics</i>
FLORA McDONALD.....	<i>Latin and English</i>
J. M. DILLON.....	<i>Commercial Course and Shorthand</i>
W. W. SEARS.....	<i>Engineer</i>
GEO. LANE.....	<i>Watchman</i>

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This circular of information is published in order to make known, generally, the advantages that are offered by the courses of instruction of the institution. It is limited to that information that explains what training will be offered the coming year and the equipment provided for the work.

### LOCATION

The State Manual Training School is situated in Dickey county, in the southern part of the state, and within the corporate limits of Ellendale, N. D. It is endowed with 40,000 acres of public lands and opened its doors for admission of pupils September 4, 1899. It is maintained by biennial appropriations by the legislature of North Dakota.

### BOARD AND LODGING

Board may be obtained in Ellendale with families near the school at reasonable rates. Upon writing to the President he will send you a list of boarding places which can be recommended, and upon the arrival of students here, they will be aided in securing suitable locations. It is desirable to make these arrangements in advance through correspondence.

### RELIGIOUS ADVANTAGES

Ellendale is a city where all the religious denominations are represented. The church organizations take a deep interest in the students and the faculty urges all to

attend the church of their choice. There are numerous social and fraternal societies in the city. There are no saloons or questionable resorts.

#### ADMISSION

Applicants for admission to the regular classes must have completed the common school course of study, except as is otherwise stated. Applicants for the preparatory department must have finished the seventh grade of the common school course of study. Entrance may be made at any time, provided that the pupil is competent to take up the work of the classes then in progress; but it is better to begin upon the first day of the school year.

Admission to the school may be obtained in one of three ways: (a) by certificate from the principal of a graded or high school, or from a county superintendent, showing that the applicant has completed at least the seventh grade of the course; (b) by examination; (c) by transfer of credits from high school or college. The school accredits all work that is sufficiently well done. Students coming from other schools are excused from examinations in those subjects which they have pursued there satisfactorily. Those who have certificates from the state high school board and have passed the examination creditably, will be given credit for their work. Applicants for credit of work must file with the president a certified list of studies for which they ask credit.

#### ELECTIVE SYSTEM

All studies of the school, both regular and special, are made elective, and the entire school will be under this system. The studies pursued in the school are grouped under several different courses for the convenience of pupils and parents in making a selection of studies, but this grouping

is merely suggestive. There may be the following courses selected: Literary, Scientific, Mechanic Arts, Domestic Arts, Fine Arts, Commercial and Shorthand, with a score or more of combinations of the academic and special studies. There are no hard and fast lines between courses and a study in one course may be substituted for that of another whenever it is thought best. The student by and with the advice of his parents and teachers chooses the studies he is to pursue for the term, and at the end of the time he chooses those he will take for the next term. Each study, according to the number of months it is taken, is given a certain number of credits and when the required number of credits has been made, a diploma is issued accompanied with a certificate bearing on its face the subjects pursued in the school or accredited, and the number of credits given to each.

A credit is a month's work in a subject recited daily for forty minutes in academic branches (for eighty minutes in special branches) and pursued to completion. Thus, first year Latin, which is studied one year of nine months, when completed, gives nine credits, but if not completed, no credit whatever is given. The average regular work of each student in the school is four or five studies recited five times a week. This enables each student to earn thirty-six or more credits each year. By vote of the faculty a student may be granted five studies daily, and in that case he is enabled to earn forty-five credits each year. There are forty-one subjects taught in the school, which offer 369 credits. The number of credits required for graduation is 130.

Entrance into any class will be granted, provided that the pupil is competent to take up the work of the class. When a pupil fails to do the work of any class satisfactorily to the teacher, he may be directed by the president to select

another study. When a pupil elects to drop a study, it must be done with the consent of the parent and the president. All changes in classification must be made early in the term.

### CLASS OF STUDENTS

The courses offered are valuable to the following young people:

1. To graduates who have not finished the course of what is known as a first class high school under the regulations of the state high school board, and who wish to prepare themselves for entrance to the regular or advanced courses of the university or college, or who may wish either the training of the Commercial, Mechanic Arts, Domestic Arts or Fine Arts courses.

2. To any young person who has completed the common school course and who wishes the instruction in the subject matter of a high school course and at the same time desires manual and business training.

3. To any young person thirteen years of age who can do the work of the preparatory department and who wishes the special training in either Cooking, Sewing, Drawing, Painting, Carpentry, Carving, Turning, Forging. Pupils of the preparatory department are entered in the special studies and earn credits therein that count for graduation.

4. To graduate students of the best high schools who wish to take a course in either one or more of the special courses that the institution affords. One who wishes to specialize in Mechanic Arts may arrange to have from two to four hours each day in that department. The same arrangement may be made as to time in the departments of Fine Arts, Domestic Arts and Commercial course.

A broad, flexible, practical, general training is what is offered to all of these young people. Experience has shown that a combination of mental and manual training is stimulating and wholesome.

### STUDIES

The following subjects are taught. Each extends through a period of one school year consisting of thirty-six weeks, five recitations per week, forty minutes for each recitation in academic branches, eighty minutes in special branches. A detailed description will be found on other pages. Nine credits are earned each year in each study listed:

1	English I	16	Fine Arts I	30	Domestic Arts III
2	English II	17	Fine Arts II	31	Algebra
3	English III	18	Fine Arts III	32	Algebra and Geometry
4	English IV	19	General History	33	Geometry and Trigonometry
5	Latin I	20	English and U. S. History	34	Arithmetic
6	Latin II	21	Commercial Law and Forms		Preparatory Department
7	Latin III	22	Bookkeeping	1	Arithmetic
8	Latin IV	23	Typewriting	2	Grammar and Orthography
9	German I	24	Stenography	3	Penmanship and Physiology
10	German II	25	Mechanic Arts I	4	U. S. History and Civil Governm't
11	German III	26	Mechanic Arts II		
12	Botany	27	Mech. Arts III		
13	Zoology and Physiography	28	Domestic Arts I		
14	Physics	29	Domestic Arts II		
15	Chemistry				

These studies are arranged in suggested courses on other pages. The requirements for admission to the different colleges and universities vary so much, and the plan for accrediting work is on such a varying basis, that it is impossible to arrange a course suited to them all. The selection of studies should be made with reference to the university that the student intends to enter and with the course which he expects to pursue there. Teachers will cheerfully give information in these matters.

## SUGGESTED COURSES

Y.R.	MECHANIC ARTS	DOMESTIC ARTS	FINE ARTS
FIRST	1 English I 31 Algebra 5 Latin I 25 Mechanic Arts I	1 English I 12 Botany 31 Algebra 28 Domestic Arts I	1 English I 31 Algebra 12 Botany 16 Fine Arts I
SECOND	2 English II 32 Algebra and Geometry 6 Latin II 26 Mechanic Arts II	2 English II 32 Algebra and Geometry 13 Zoology and Physiography 29 Domestic Arts II	2 English II 32 Algebra and Geometry 13 Zoology and Physiography 17 Fine Arts II
THIRD	14 Physics 33 Geometry and Trigonometry 19 General History 27 Mechanic A. III	3 English III 14 Physics 33 Geometry and Trigonometry 30 Domestic Arts III	3 English III 14 Physics 33 Geometry and Trigonometry 18 Fine Arts III
Y.R.	LITERARY	SCIENTIFIC	COMMERCIAL
FIRST	1 English I 5 Latin I 31 Algebra	1 English I 12 Botany 31 Algebra 9 German I	1 English I 12 Botany 9 German I 22 Bookkeeping
SECOND	2 English II 6 Latin II 13 Zoology and Physiography	2 English II 10 German II 13 Zoology and Physiography 32 Algebra and Geometry	2 English II 10 German II 21 Commercial Law 22 Bookkeeping
THIRD	3 English III 7 Latin III 19 General History	3 English III 11 German III 19 General History 14 Physics	24 Stenography 23 Typewriting
FOURTH	4 English IV 8 Latin IV 34 Arithmetic 20 English and U. S. History	4 English IV 34 Arithmetic 15 Chemistry 20 English and U. S. History	

The numbers before each study refer to the numbers given to each branch under the topic of studies and also to the detailed comments of the teachers that are found in the departments on the other pages. No permission can be granted for the study of a subject when it is clear that the student has not the firm foundation and preparation that is necessary for his future success in the selection that he makes. This principle applies to all departments of the school.

## PROGRAM OF STUDIES

A. M.

Pe-riods	DUNPHY	TINGLE	ANDERSON
1	Mechanic Arts	10 German II	Fine Arts
2	Mechanic Arts	9 German I	Fine Arts
3	Mechanic Arts	Domestic Arts	Fine Arts
4	Mechanic Arts	Domestic Arts	Fine Arts
NOON			
5	Mechanic Arts	Domestic Arts	Fine Arts
6	Mechanic Arts	Domestic Arts	4 Preparatory
7	Mechanic Arts	Domestic Arts	19 General History
8	Mechanic Arts	Domestic Arts	20 English and U. S. History
Pe-riods	MC DONALD	DUNCAN	DILLON
1	4 English IV	33 Geom. and Trig.	24 Stenography
2	3 English III	34 Arithmetic	24 Stenography
3	2 English II	31 Algebra	23 Typewriting
4	1 English I	32 Alg. and Geom.	2 Prep.—Gram. and Orth'phy
NOON			
5	8 Latin IV	14 Physics	22 Bookkeeping
6	7 Latin III	12 Botany	21 Commerc'l Law
7	6 Latin II	1 Preparatory	23 Typewriting
8	5 Latin I	13 Zoology & Phy'phy	3 Prep.—Pen. & P.

The morning session commences at 9 o'clock. Vocal music will be given before the first period and also the rhetorical drill. Proper credit will be given for this training. The afternoon session will begin at 1:30. "11 German III" and "15 Chemistry" classes will recite at the time most convenient for the pupils and teachers. Each period is forty minutes. Note that classes in special courses recite eighty minutes.

#### DAILY PROGRAM OF EXERCISES

It has been deemed practicable to insert in this circular the daily program of the first term, September 30 to December 21, 1901, and to say that it will be subject to little change. In the selection of studies the young person must have in mind the conflict of studies that must occur to some extent, although there has been much effort made to reduce this conflict to a minimum.

#### EQUIPMENT

In general the equipment of the several departments will be greatly strengthened during the summer of 1901. Machinery, tools and cases for the Mechanic Arts department; sewing machines, tables, conveniences for sewing; utensils, cupboards, dishes for cooking; casts and studies for drawing and painting; a general library for the academic work; special reference books for the departments; and all essential supplies for the Business and Science equipment, and all of this equipment will be the most modern and adaptable for the convenience and service of the students.

#### NOTICE

This circular has been prepared in the briefest manner possible, the action of the board of trustees establishing all of the departments not having been taken until May 16,

1901, and therefore is only a fair presentation of the special features of the institution. Should this circular fall into the hands of any one not interested in the institution, such person will confer a favor by giving it to one who is. A copy will be cheerfully sent to any one upon application. Visitors are always welcome to the school.

#### ART CLUB

This club meets weekly and has a full corps of officers. It was organized by Miss Ellen S. Anderson and she directs its work. Its object is to help in the social life of the girls and to awaken interest in art, and to promote general culture and refinement.

#### GLEE CLUB

Under the direction of Prof. A. E. Dunphy a male chorus has been organized and its progress has been gratifying to all. Plans are made to extend this enjoyment on a much larger basis next year and all boys and girls, who can sing, will have frequent drill in sight reading, voice culture, and songs that give a good foundation in music.

#### PREPARATORY DEPARTMENT.

The instruction will comply with the course of study of the common schools of North Dakota for the eighth year, and the tests for completion of the work of the department in reading, spelling, writing, arithmetic, grammar, United States history, physiology and civics, will be similar to those found on pages 100 and 101 of said course.

All information concerning the courses of study, the educational advantages and classification for students, board and lodging, the teachers, and the general administration of the school, will be cheerfully furnished on application to President W. E. Hicks, Ellendale, N. D.

## DEPARTMENT OF MECHANIC ARTS

A. E. DUNPHY

The course in draughting and shop work, while its purpose is educational primarily, is designed to equip the student with practical knowledge and skill which he may put to effective use. Draughting is taught in connection with all mechanical work. When it is so desired the student who wishes to become an expert draughtsman may devote the greater part of his time to this specialty.

## COURSE OF STUDY

FIRST YEAR—25 MECHANIC ARTS I

This begins with wood-joinery. A series of exercises is given in which the principal hand-tool operations are taught, a number of useful articles being a part of this work. In lathe-work (turnery) the same plan is followed. Some pattern-making is required. Draughting is a considerable part of the first year's work. By the end of the year the student should be able to keep tools and draughting instruments in proper condition. Make working drawing and sketches, do good plain lettering, and make tracings and blue-prints, he should also have the ability to interpret any working drawing, and to perform with creditable skill and speed such work as is indicated in the tool-exercises mentioned above.

SECOND YEAR—26 MECHANIC ARTS II

Blacksmithing and vice-work (chipping, filing, scraping and fitting) are the strongest features of this part of the mechanical work. An elaborate course, too full to be outlined here, has been prepared, which comprehends the principal problems to be met in forging and vice-work. A large number of useful articles are made. In draught-

ing typical problems in orthographic projection, development of surfaces, and brush and linear shading are taught. Architectural and some machine drawing are given space. Student will be required to draw original plans of a five-room frame cottage, giving specifications, and to estimate cost of building.

## THIRD YEAR—27 MECHANIC ARTS III

Exercises in pattern-making, molding and casting; machine-tool making and tempering; exercises in machine-tool work, turning, milling, planing and drilling. Student will be required to make a drawing in detail of a lathe, an engine or an equivalent; also to design and construct some machine or piece of machinery.

## SPECIAL COURSE FOR TEACHERS

There is a growing demand for the grade teacher who can teach a certain amount of manual training. During the past two years we have been able to assist quite a good number of bright young teachers in introducing manual training into their schools. Many have been successful, and are enthusiastic. These young people say that their pupils are invariably delighted when the period for "making things" comes round, and that, besides the good it is in itself, it greatly assists in all the other school work. This course includes working drawings, development of surfaces, construction of geometric forms, knife-work, carving and Venetian iron-work.

All inquiries for the Board of Trustees and those concerning the financial accounts of the institution, should be addressed to B. R. Crabtree, Secretary, Ellendale, N. D. All communications appertaining to the purchase of supplies of any character, should be addressed to Thos. Sefton, Purchasing Agent, Ellendale, N. D.

DEPARTMENT OF DOMESTIC SCIENCE  
AND ARTS

LILIAN E. TINGLE

DOMESTIC SCIENCE

1. *General Cookery Course.* Care of stoves and ranges. Fuels. Classification of foods. Principles of cooking. Measuring and mixing. Boiling and steaming. Extracting. Roasting and broiling. Frying. Cereals. Plain vegetables. Batters and doughs. Baking powders. Yeast. Simple puddings. Sauces. Cake. Simple frozen dishes. Salads. Warming over. Table service. Care and cleaning of kitchen. Planning and serving simple meals. Study of food materials and food values. Nine credits.

2. *Advanced Cookery Course.* Pickles, jellies and preserves. Canning. Care and preservation of foods. Fancy cookery. Oysters. Salads. Soups. Pastry. Study of food materials. Planning and serving meals for various occasions. Demonstrations by pupils. Six credits.

Miss Farmer's "Boston Cook Book."

Miss Parloa's "Home Economics."

Required—Course 1 or its equivalent as shown by examination.

3. *Invalid Cookery Course.* Nutritive value and digestibility of foods as affected by apparently unimportant conditions in their preparation. Feeding and care of the sick. Hygiene of the bedroom. Ventilation. Disinfectants. Emergencies. Preparation of dishes suitable for the sick and convalescent. Reference work and note-books. Three credits.

"Cookery for the Sick"—Drexel Institute.

Miss Farmer's "Boston Cook Book."

Required—Course 2 and Physiology.

4. *Home Sanitation and Economics.* Water supply. Situation and surroundings of the home. Heating and lighting. The use and abuse of ornament. Sanitary furnishing. General care of the house. Method in domestic work. House cleaning. Household pests. Disinfectants. Review work in cookery and dietetics. Marketing. Household accounts. Five credits.

Maria Parloa's "Home Economics."

5. *Chemistry of Cooking and Cleaning.* Matter and its composition. Elementary chemistry. Starches, sugars and fats—their preparation as food. Flavors and condiments. Diet. Dust and grease. Stains, spots and tarnish. Cleaning of metals and wood-work. Laundry. Chemicals for household use. Four credits.

Richards and Elliott, "Chemistry of Cooking and Cleaning."

DOMESTIC ARTS

1. *Course in Hand Sewing.* Study of stitches and materials. Training in measurement by tape-line and by eye. Basting and running. Hems. Overhanding. Seams. Gathers. Bands. Household mending. Patching. Darning. Buttonholes. Stockinette and flannel work. Tucks. Ruffles. Hemstitching. Fancy stitches. Linen marking. Nine credits.

2. *Course in Machine sewing.* Care and use of sewing machines of different kinds. Drafting and cutting simple garments. Adapting patterns. Making suit of underwear or its equivalent. Use of trimmings and fancy stitching. Mending underwear. Review work. Completion of note-books and sample books. Nine credits.

Required—Course 1 or equivalent skill in hand-sewing.

3. *Dressmaking Course.* Measuring, drafting and cutting. Buttonholes. Hooks and eyes. Loops and eye-

lets. Exercises with practice materials. Planning, purchasing and making a simple house or walking dress. Making woolen skirt or dress. Striped or figured waist, with fitted lining. Trimmings and furnishings. Collars. Remodeling and mending. Planning and making graduation dress. Nine credits.

Required—Courses 1 and 2, or equivalent skill.

The length of time needed to complete any given course depends entirely upon the skill and industry of the individual student, and the amount of time per day that she can command. The Dressmaking course, as outlined, may be supplemented by more advanced work, when warranted by the abilities and opportunities of the student.

#### COURSES IN GERMAN

LILIAN E. TINGLE

1. *Elementary German Course.* 9 German I. Pronunciation drill. Memorizing and repetition of easy colloquial sentences, proverbs, etc. Use of German characters. Reading and translation, with grammatical and conversational exercises. Inflection of articles, nouns, adjectives and pronouns. Conjugation of weak and strong verbs. Elementary rules of syntax and word-order. Use of prepositions. Memorizing well known lyrics. Nine credits.

Keller's "First Year German."

Required—Second year English or equivalent examination.

2. *Intermediate German Course.* 10 German II. Easy narrative prose. Conversational exercises. Study of idioms. Composition. Review and drill in grammar and syntax. Introduction to the study of German literature.

Memorizing selected passages. Study of some standard drama or comedy. Nine credits.

Keller's "Second Year German" and "Bilder aus der Deutschen Litter." Lessing's "Minna von Barnhelm" or equivalent.

Required—Course 1.

3. *Advanced German.* Drill, conducted wholly or in part in German, upon the use of articles, cases, auxiliaries, tenses and modes, (with special attention to the infinitive and subjunctive) word-order and word-formation. Selected readings in history and biography. Goethe's "Egmont." Studies in the life of the poet. Selected lyrics. Modern prose and comedy. Newspapers. Letter writing. Original composition. Nine credits.

Required—Course 2.

If desired, special work in Commercial German may be substituted for the selected readings.

#### DEPARTMENT OF FINE ARTS

ELLEN S. ANDERSON

Instructions in drawing, painting, modeling, decorative design, illustrating, composition, historic design and history of art.

#### FIRST YEAR—16 FINE ARTS I

*Composition.* Lessons based upon the three principles of line, dark-and-light and color.

1. Pure line and arrangement of areas, as gingham, mosaics, borders, etc.

2. Dark-and-light, two-tone and three-tone work, as flower forms in composition, landscapes, surface designs, book covers, etc.

3. Color as applied to the preceding.

4. The arrangement of the elements of a picture, light-and-shade and color.

*Illustration.* Illustration of stories and posing of characters selected from literature.

*Still Life.* The representation and arrangement of objects, including studies of vegetables, fruit, foliage, potted plants, furniture and other common objects.

*Clay Modeling.* Modeling familiar objects, and simple forms, and making simple designs.

*Cast Drawing.* Drawing from the cast in pencil or charcoal, historic ornament, fruit and head.

#### SECOND YEAR—17 FINE ARTS II

*Composition.* Principles of space relations with the study of principality and subordination. Principles of space relations applied to room decoration.

*Decorative Design.* Original design for stained glass, wall-paper, book-cover, etc.

*Still Life.* Arrangements of books, flowers, etc., in oil or water-color.

*Illustrating.* Selections of literature from the pose or imagination.

*Clay Modeling.* Original design, historic ornament, fruit, heads.

*Cast Drawing.* Drawing from head, fruit and ornament—more attention given to light and shade.

#### THIRD YEAR—18 FINE ARTS III

*Composition.* Exercise in poster effects. Posters may be made to illustrate a portion of a favorite play.

*Illustrating.* More exercise in illustrating stories, either from the pose or from imagination. Any medium may be used.

*Decorative Design.* Exercise in making practical

designs in color or in brush and ink.

*Still Life.* Still life representations carried further in any medium as oil, water color, etc.

Artistic arrangement of room interiors sketched in outline or light and shade.

*Cast Drawing.* More finished charcoal drawings from fruit, historic ornament, head and bust.

*Life Class.* Poses in different attitudes, model draped to represent different characters. Much attention to drawing from the head, life size.

Any medium may be used.

*Clay Modeling.* More work in modeling heads and all kinds of design—as designs for wood, iron, brass, etc.

*Historic Art.* Painters, description of masterpieces. Sculptors, description of masterpieces.

Papers and talks will be required on the painters and sculptors and the distinctive features of the historic schools of art.

#### COURSES IN HISTORY

ELLEN S. ANDERSON

We endeavor to make the pupil grasp the subject as a whole—the growth of institutions, the cause and effect and the comparison of events, and man influenced by his environment.

#### 19 GENERAL HISTORY

Migration of races.

Egypt—its institutional influences, art, literature.

Babylon and Assyria institutions of literature, science and art.

Hebrew—stitutions of religion, literature, customs.

Persian Empire—institution of power.

Hindoo—institution, language, art, literature.

Greece—stitutions of religion, art, architecture, literature, customs, law, philosophy, war.

Rome—institutions, religion, conquest, law, social life, art and architecture, literature.

Mediaeval period—

1. Teutonic migration.
2. Roman Germanic Empire.
3. Crusades.
4. Italian Republics.
5. Renaissance.

Reformation.

Dutch Republic.

French Revolution.

Great events of the Nineteenth Century.

Much reading is required besides the text furnished by our text book. Special attention is given to the development of art—from the massive temples and pyramids of Egypt to the renowned St. Peters of the renaissance.

#### 20 ENGLISH AND UNITED STATES HISTORY

A thorough study of English and United States History will be made. Class will have an excellent text and sufficient reference library for research and investigation.

#### DEPARTMENT OF LATIN AND ENGLISH.

FLORA MCDONALD

The work in this department is intended to cover the four years of preparatory Latin required for entrance to any of our colleges and universities.

Any student who has satisfactorily completed the work of the eighth grade may enter upon the study of this subject, but as a thorough mastery of the principles of English Grammar is absolutely indispensable before beginning the study of Latin, a student who has not completely mastered that subject is recommended not to attempt the Latin course. Below is an outline of the work. Courses may not be taken other than in the following order.

#### COURSE I—5 LATIN I

Latin lessons. One year. In the work of this year the pupil is constantly drilled in the forms of the declensions and the conjugations and in the fundamental rules of syntax. Daily practice in writing Latin sentences and in reading at sight easy Latin selections, Roman pronunciation.

Text: Collar and Daniell's First Latin Book.

#### COURSE II—6 LATIN II

Caesar and Nepos in quantity equivalent to the first four books of Caesar's Gallic War. Throughout this course special attention is paid to the forms and principal parts of verbs, to causal and temporal clauses and to indirect discourse. Study of Roman method of warfare and the geography of Gaul. Latin composition based on the text once a week.

Text: O'Doge and Daniell's Second Year Latin Book. Bennet's Grammar.

#### COURSE III—7 LATIN III

Cicero. Six orations, including the Manilian law. Idiomatic translations insisted upon, also outline of each argument. Study of the life and times of Cicero. Latin composition one period a week, based on the text.

Text: Allen and Greenough's Cicero.

#### COURSE IV—18 LATIN IV

Virgil. Six books. Practice in scansion. Members of the class required to report on topics assigned them on the history and mythology of the text. Study of the life and times of Virgil.

Text: Allen and Greenough's Virgil.

Credit is given for work done in any other institution, but such credit will be based rather on the student's general

knowledge of forms and ability to render selections from the works read, in idiomatic English, than on the amount of reading done.

#### ENGLISH

The work in English aims: (1), to develop in the student the habit of expressing his thought in simple idiomatic English; (2), to make him familiar with the great masterpieces of both British and American authors; (3), to encourage in him a taste for what is really good in literature.

Any student who has passed a satisfactory examination in the principles of English grammar in any accredited school may be admitted to work in this department, and credit will be given for the following courses or their equivalent completed in other institutions.

Inasmuch as the ability to express one's self intelligently is necessary in every line of work, course I is required of all candidates who desire to graduate from any department. The other courses are optional and may be taken in any year.

#### COURSE I—1 ENGLISH I

Composition and Rhetoric. Fall and winter terms. Rhetoric is used, in addition to which weekly themes are required of each student.

Spring term. Study of selections illustrating the use of the rhetorical principles studied in the preceding terms. Weekly compositions.

#### COURSE II—2 ENGLISH II

(Open to any student who has completed Course I.) Fall and winter terms. Masterpieces of British authors including the Sir Roger de Coverley papers in the Spectator, Goldsmith's Vicar of Wakefield, Coleridge's Ancient

Mariner, Burke's speech on Conciliation with America, Macaulay's essays on Addison and Milton. Read outside of class and reported on by each student: George Eliot's Silas Marner and Scott's Ivanhoe.

Spring term. American masterpieces—Evangeline, Selections from Sketch Book, Webster-Hayne Debate, Lowell's Vision of Sir Launfal. Study of the different kinds of composition as illustrated in the works read.

#### COURSE III—3 ENGLISH III

(Open to any student who has completed Course I.) Outlines of English Literature. Fall and winter terms. Outlines of British literature. Text—Lives of the most prominent authors and their style. Special attention given to Macaulay, DeQuincey and Carlyle.

Spring term. Outlines of American Literature.

#### COURSE IV—4 ENGLISH IV

(Open to any student who has completed Course I.) Fall and winter terms. Macbeth, King Lear, Merchant of Venice, Julius Caesar.

Spring term. Milton's L'Allegro, Il Penseroso, Comus and Lycidas. Selections from Lowell, Tennyson's The Princess and Carlyle's essay on Burns.

The text-books in rhetoric and in the outlines of literature are necessary. In the other courses the student may use any copy of the selection that he may have.

#### DEPARTMENT OF SCIENCE AND MATHEMATICS

LOUELLA DUNCAN

#### MATHEMATICS

A four years' course is offered in mathematics. Algebra (31) is studied the first year, and reviewed and completed the first term of the next year. The pupils are

led to formulate the rules and principles which they regard as the concise expression of truths that they have discovered. Five terms are given to plane and solid geometry, (32 and 33) the objective diagram being made a prominent feature of the latter. Geometry is justly regarded as one of the most valuable means of mental discipline.

Advanced arithmetic (34) is undertaken as a review after the student has completed the course in algebra and geometry. It is therefore approached after the student has had some valuable training and at an age when he can better comprehend. Common business topics are emphasized.

A short course is given in plane and spheric trigonometry (33) the last part of the year.

Arithmetic (1) may be studied in the preparatory department by those pupils who are desirous of taking more work in that subject.

#### TEXT-BOOKS

Standard Arithmetic—Wm. J. Milne.

High School Algebra—Wm. J. Milne.

Plane and Solid Geometry—Milne.

#### SCIENCE

A four years' course is offered in science. Botany is studied the first year. The aim in teaching botany now is to give the pupils an impulse to know the plant as a complete organism living its own life in a natural way. Special attention is given to the study of the life processes of plants, as respiration, transpiration, photo-syntax, root pressure, etc.

In the study of zoology much emphasis is laid upon the familiar animals, and to those common in this region. This may be studied the first two terms of the second year.

Physiography is begun the last term of the second

year, and it is reviewed and completed the first term of the next year. It comprehends a discussion of the industries of life and their geographical distribution; also the gradual and progressive development of topographic forms, and their results as regard life.

Physics is taught the third year, and it is followed by a year's work in chemistry. The prominent feature is the experiments, from which laws and principles are built up by the pupils.

Physiology is taught in the preparatory department. Old text-books are found valuable as books of reference.

#### TEXT-BOOKS

Elements of Physics—Carhart Chute.

Elementary Chemistry—Albert L. Arey.

Elementary Botany—Atkinson.

Redway's Elementary Physical Geography.

#### THE COMMERCIAL DEPARTMENT

J. M. DILLON

This department will be made a new and separate feature of the school and will include Bookkeeping, Short-hand, Typewriting, Commercial Law and other branches that form such a general education as constitutes the basis upon which the usefulness of such a department must depend. The one chief aim of this department will be to make this work wholly practical. We sincerely believe that this course will be made so complete that it cannot be surpassed by any in this section of the country, and, every honest effort will be made to make this department of the institution stand at the head of the commercial colleges in the United States. All unnecessary work will be excluded and only the practical retained, so that the greatest amount of work and the highest degree of efficiency may be attained in the shortest possible time. The department

will keep pace with the times so that any student attending here, will not feel that he is working in an age gone by, but that he is laboring in the newest fields of business, and commercial life. It will be our aim to make this work approach as nearly to actual business itself as is possible, and all such devices will be added from time to time as will improve and extend the usefulness of the work. An extensive line of offices will be maintained as the growth of the school may require, so that the student, after the theoretical part of his course, may enter actual transactions with his fellow student, in which he buys, sells and deals with them as in actual life. Every transaction will be entered on his books, losses and gains kept so that he may readily know just what the firm is losing or gaining, and at stated times he makes balance sheets, closes the books and begins anew with an entire set of new books.

Shorthand and typewriting are complimentary to the regular commercial course and it is strongly advised that all students pursue the two courses in connection, but they may be taken as an independent course by those having only a limited time for school work.

The shorthand writer has become indispensable to the business world. Of course it is true there are numerous young persons who receive very small salaries for their work as stenographers, but it is because they are inexperienced and inefficient. They could not earn more at any kind of work. Only skilled labor commands high wages. One who is expert, both as bookkeeper and as stenographer, doubles his chances for lucrative employment. The requirements for a good stenographer or bookkeeper are that he have the essentials of a good English education. A stenographer should be a scholar of sufficient intelligence to gather the thought of what he is writing and if he misses a word, or several words, be able to supply what is neces-

sary by the exercise of good judgment. He should be a good grammarian, a good speller, and be an expert with the typewriter. The services of any one so equipped will always be in demand at a good salary, and usually prove to be stepping stones to something better.

Typewriting will be taught by "touch;" i. e., the pupil is taught from the beginning to finger the key-board without looking, just as the pianist who does not watch the keys but keeps his eyes on the music. This enables the operator to save time because he does not have to take his eyes from his notes or manuscript while writing. The school provides typewriters of recent and up-to-date make and keeps them in repair. The student will be taught not only how to write on them, but will also be instructed in their mechanism and how to keep them in good working order.

Diplomas will be awarded to those completing the theory and practice of bookkeeping and also those completing the shorthand and typewriting. Graduates in both courses must be proficient in such English branches as are required in other courses of study of the school and in penmanship and commercial law. Graduates in shorthand and typewriting must attain a speed of at least 125 words per minute in shorthand, and 50 words per minute on the typewriter.

The studies of the commercial course are given for the most part in the former pages. The text in bookkeeping is the Practical Bookkeeping by C. W. Benton; in commercial law, Spencer; in shorthand, Ben. Pitman and Palmer's Report. Two hours per day should be given to typewriting.

Both the commercial and the shorthand courses are free to all residents of the State of North Dakota.

PROPERTY OF:  
J. B. Graham  
Ellendale, N.D.

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## MANUAL TRAINING SCHOOL CALENDAR

1901-1902

1901

### FIRST TERM

September 25, Wednesday, Entrance Classification begins  
September 26, 28, Friday and Saturday, Registration Days  
September 30, Monday, Instruction begins  
November 28, Thursday, Thanksgiving Day  
December 21, Saturday, Holiday Recess begins

1902

### SECOND TERM

January 6, Monday, Instruction resumed  
February 12, Wednesday, Lincoln's Birthday  
February 22, Saturday, Washington's Birthday  
March 29, Saturday, Spring Recess begins

### THIRD TERM

April 7, Monday, Instruction resumed  
Arbor Day, As appointed by the Governor  
June 26, Thursday, Commencement